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25 January 1963

MEMORANDUM FOR: All Personnel, Document Division

SUBJECT : Security Alarm Instructions

REFERENCE : Chief, Document Division Memo of 17 Sept 1962,
Assignment of Responsibility for the Secure Area

1. When overtime work is scheduled the alarm is switched to the night position at the end of the scheduled overtime rather than at 1630. The requirements for notifying the Alarm Control Officer have been changed and we should conform with the following instructions:

A. Staff Duty Officer will call the Alarm Control Office at 1630 state the approximate time the alarm will be switched to the night position and identify himself by badge number (not name unless asked).

B. The overtime worker who accepts the security responsibility will call again when he is about to secure, identify himself by badge number, and state he is about to secure and set the alarm on the night position.

2. The Alarm Control Officer should also be called prior to opening or closing the secure area on a Saturday, Sunday, or Holiday.

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Chief, Document Division

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